

Introduction

The document will guide you through the steps to complete a request for access to Link2CHOP. CHOP has transitioned to a self-services model where providers in approved organizations can request access to Link2CHOP.

Sign into My Access Portal

1. Sign into the [My Access Portal](https://myaccess.microsoft.com/CHOP365.onmicrosoft.com). <https://myaccess.microsoft.com/CHOP365.onmicrosoft.com>

- a. Enter the full email address from your organization, then click **Next**

- b. You will be redirected to your organization home page asking to enter your account password, enter your password then click **Sign in**

2. Once signed in you will be directly taken to the access request page. In case you need to navigate: from the left navigation, click **Access packages**, then find the **Link2CHOP** Access Package in the **Available** tab, then click **Request**.

When submitting a request, populate the following fields:

3. You will need to enter the following information:
 - A. Select a policy: **If your organization have multiple locations, select the policy for your location.**
 - B. First Name
 - C. Last Name
 - D. Phone Number
 - E. Job Role
 - F. Clinical Licensure
 - G. Practice Name
 - H. Practice Location
 - I. Business Jurisdiction: **Type a justification for needing access**
 - J. Set the Request for specific period? **No action needed**
 - K. Accept the Privacy Statement by clicking the checkbox
4. Click Submit.

NOTE* The request is now pending approval and will be routed to your organization's coordinator and CHOP for approval. Once approved, you will receive an email from chop@service-now.com notifying you of when your Link2CHOP Epic access has been established. The final step of setting up Epic access can take a couple of weeks.

IF YOU HAVE ANY QUESTIONS ABOUT THIS PROCESS OR RUN INTO ANY ISSUES, PLEASE CONTACT THE CHOP SERVICE DESK AT **215-590-4357**.